



OFF THE BEAM

Off the Beam is published bi-monthly by University Mail Services, ACU Box 28188, 674-2530, www.acu.edu/ums.

Independence Day Schedule

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:30	Received by 3:30			
Fri Jul 4 and Sat Jul 5	Closed									
Mon Jul 7	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	5:00	11:00 & 2:30	3:30	2:20 & 4:50

* Campus mail must meet the quantity and mail preparation guidelines to be processed by these times.

** This deadline is for single piece First-Class Mail, Package Services and international mail that meets the quantity and mail preparation guidelines. The deadline for Express Mail and Express Mail International is 4:35 p.m.

Address Quality Requirements

Beginning November 23, 2008, the Postal Service will require that all Presorted First-Class Mail and Standard Mail meet the Move Update requirement:

Within 95 days of the date of mailing, all of the addresses must have been checked by an approved process to confirm that the recipient is still receiving mail at that address.

Mailings that do not meet the Move Update requirement will have to be sent single-piece First-Class Mail.

The addresses in Banner and Talisma do **not** meet the Move Update requirement. These addresses **must** be checked before using them in Presorted First-Class Mail or Standard Mail mailings

All mailings sent though us are already meeting the Move Update requirement. We are providing the address corrections, back to the list owner.

Departments who use outside vendors to prepare their mailings should make sure that their vendor will be able to meet this requirement by the deadline. In addition, the department should request the vendor send them the address corrections, from checking the list. The department should then return the address corrections to the list owner.

As an option, we can check your address list before it is sent to the outside vendor. We will then see that the address corrections are sent to the list owner.

Business Reply Mail

Printing Envelopes

We can now print Business Reply Mail envelopes. Our charges are quite a bit lower than using a printer, especially for smaller quantities. Contact Holly Perry at holly.a.perry@acu.edu or 674-2865 for more information.

New Style of Barcode Required

Departments who have Business Reply Mail post cards of envelopes printed should be aware that a new style of barcode will be required on them in May 2010.

The new barcode, Intelligent Mail Barcode, is in the process of replacing the Postnet barcode. The final regulations have not yet been released.

Next Day and Second Day Shipments

Do you want to avoid the 32.5 percent fuel surcharge that FedEx and UPS are adding to their shipping charges? Do you want to avoid all of the other charges they add?

The Postal Service's Express Mail and Express Mail International services have:

- **No** fuel surcharge
- **No** residential delivery fee
- **No** out of delivery area fee
- **No** Saturday delivery fee
- \$100 of insurance at no charge
- Money back guarantee
- Free packaging – envelopes, boxes and tubes

The Express Mail rates are now zone-rated and for may ZIP Codes are lower than last year! For example, a package to Dallas sent by a department is now only:

- Up to ½ pound – \$14.51
- Up to 1 pound – \$18.73

Interdepartmental Envelopes

Have more than you want to keep in your office? Send them to Mail Services at ACU Box 28188.

Need some? Stop by the window or contact us at ums@acu.edu or 674-2530 and we will give you some.

Need Paperclips or Rubber Bands?

Don't buy them, we have large quantities of both. Stop by our window or contact us at ums@acu.edu or 674-2530 and we will give you plenty of them.

Campus Mail – Assured Delivery

Need to send campus mail and know that it arrived? Assured Delivery for campus mail provides a tracking number and gets the signature of the recipient at delivery. Assured Delivery can be sent to anyone with an ACU mailbox.

Stop by our window or contact them at 674-2742 for more information and instructions on using this service.